

Service and Notice Requirements

This chart is a guide to common service and notice requirements in this court. It should be used in conjunction with the following explanatory notes:

1. Bankruptcy Rule 9014 requires all contested matters to be served in the manner provided by Bankruptcy Rule 7004. This chart has no effect on the methods of service proscribed by that rule, including the special rules for service upon United States federal officers and agencies, state or municipal governments, and insured depository institutions.
2. The Bankruptcy Administrator should be served in Chapter 7, 11, and 12 cases only. There are only limited instances when the Bankruptcy Administrator needs to be in a Chapter 13. See LR 9007-1.
3. In chapter 11 cases, a trustee appointed under 11 U.S.C. §1104 should be served in lieu of the debtor in possession.
4. Filing fees referenced in the chart are authorized by 28 U.S.C. §1930, and by the appendices thereto prescribed by the Judicial Conference of the United States.
5. This chart does not address filings by the trustees in Chapter 7 cases.

KEY

D = Debtor	T = Trustee	20 LUC = 20 Largest Unsecured Creditors
DA = Debtor's Attorney	BA = Bankruptcy Administrator	UCC = Unsecured Creditors' Committee or its counsel
AP = Affected Parties	All = All creditors on matrix	

Guide to Service and Notice Requirements

Pleading	# of Days Notice	Chapter	Parties To Serve	Comments
§506(c) Fees and Expenses, Application for	20	All	All, AP, BA, D, DA	
Abandon, Motion to	20	All	All, BA, D, DA, T	\$75.00 fee required for creditor's motion
Accept/Reject Executory Contract Motion to (1) Debtor's (2) Creditor's	10	7, 11, 12, 13	(1) All, AP, BA, T (2) All, BA, D, DA, T	
Accept/Reject Lease, Motion to (1) Debtor's (2) Creditor's	10	7, 11, 12, 13	(1) AP, BA, T, 20 LUC or UCC (2) BA, D, DA, T, 20 LUC or UCC	

Amendment of Schedules	None	(1) 7, 11, 12 (2) 13	(1) AP, BA T (2) AP, T	\$20.00 fee may be required (See 28 U.S.C. §1930)
Approval of Consent Order under BR 4001(d), Motion for	15	11	BA, D, DA, 20 LUC or UCC	
Avoid a Lien under §522(f), Motion to	10	All	AP, BA, T	
Cash Collateral (1) Debtor's Motion to Use (2) Creditors Motion to Prohibit	15	11, 12	(1) All, AP, BA, T (2) All, BA, D, DA, T	Fro emergency situation see BR 4001(b)
Compensation and Expenses, Application for	20	All	All, BA, D, DA, T	If total compensation is less than \$500.00 see BR 2002(a)(6)
Compromise, Motion to	20	All	All, BA, D, DA, T	
Contempt/Sanctions Motions for	10	All	BA, D, DA, T	See BR 9020 for pleading requirements
Continue Hearing/Conference, Motion to	None	All	AP, BA, D, DA, T	Motion to be filed as soon as the need for a continuance arises
Convert from 7 to 12, Debtor's Motion to	None	7	BA, D, DA, T	If the case was previously converted see §706
Convert from Chapter 7 to 11, Motion to (1) Debtor's (2) Creditor's	(1) None (2) 20	7	(1) BA, T (2) All, BA, D, DA, T	(1) \$400.00 filing fee required from debtor (2) No fee required for creditor's motion
Convert from Chapter 11 to 7, Motion to (1) Debtor in Possession's (2) Creditor's or Debtor not in possession	(1) None (2) 20	11	(1) BA (2) All, BA, D, DA	\$15.00 fee required fro all motions Serve trustee if one has been appointed For exceptions see §1112(a)

Convert from Chapter 13 to 11, Motion to (1) Debtor's (2) Creditor's	15	13	(1) All, BA, T (2) All, BA, D, DA, T	(1) \$400.00 filing fee required from debtor (2) No fee required for creditor's motion. If debtor is a farmer see §1307(e)
Convert from Chapter 12 to 7, Debtor's Notice	None	12	T	\$15.00 fee required Motion to convert by party in interest, see §1208(d)
Convert from Chapter 7 to Chapter 13, Debtor's Motion to	None	7	BA, D, DA, T	If case previously converted, see §706
Convert from 11 to 13, Debtor's Motion to	20	11	All, BA, D, DA	
Convert from 13 to 7, (1) Debtor's Notice (2) Creditor's Motion	(1) None (2) 10	13	(1) T (2) D, DA, T	\$15.00 fee required
Dismiss, Motion to (1) Debtor's (2) Creditor's (3) Trustee's (4) Debtor's (5) Creditor's	(1) None (2) 10 (3) 10 (4) 20 (5) 20	(1) 13 (2) 13 (3) 13 (4) 7, 11, 12 (5) 7, 11, 12	(1) T (2) D, DA, T (3) D, DA, T (4) All, BA, D, DA (5) All, BA, D, DA, T	
Employ Professional Person, Application to	None	7, 11, 12	BA, D, DA, T	
Examination under 2004, Application for	None	All	AP, BA, D, DA, T	Motion should be filed at least 10 days prior to the examination date.
Extend Filing Deadline for §523 and/or §727 Complaint, Motion to	None	7, 11	BA, D, DA, T	
Hardship Discharge, Motion for	30	12, 13	All, T	
Incur Debtor, Motion to; or Obtain Credit, Motion to; or Post-petition Financing, Motion for	(1) 20 (2) 15	(1) 12, 13 (2) 11	(1) All, T (2) AP, BA, 20 LUC or UCC	For emergency situations see BR 4001(c)

Modify Plan, Motion to (1) Plan Proponent's (2) Debtor's (3) Creditor's	(1) 20 (2) 20 (3) 20	(1) 11 (2) 12, 13 (3) 12, 13	(1) All, BA, D, DA, T (2) All, T (3) All, T, D, DA	
Objection to Claim	30	All	AP, BA, D, DA, T	
Objection to Claim of Exemptions	15	All	All, BA, D, DA, T	
Objection to Disclosure Statement	25	11	BA, D, DA, T	
Objection to Plan	(1) 25 (2) None	(1) 11, 12 (2) 13	(1) BA, D, DA, T (2) BA, D, DA, T	
Re-open Case, Motion to	20	All	All, BA, D, DA, T	Re-opening fee is due with the filing of the motion. Fee amount equal to the required fee for a new case on the date of the time of the re-opening. No fee is due <i>if</i> the reopening is to correct an administrative error or for actions related to the debtor's discharge.
Reconsider or Vacate Order, Motion to	10	All	AP, BA, D, DA, T	See BR 9023 and BR 9024
Relief from Automatic Stay, Motion for	(1) 10 (2) 10 (3) 10	(1) 7, 12 (2) 13 (3) 11	(1) AP, BA, D, DA, T (2) AP, D, DA, T (3) BA, D, DA, T, 20 LUC OR UCC	\$75 fee required.
Relief from Co-debtor Stay, Motion for	15	13	Co-debtor, D, DA, T	No Fee is required.
Sales (1) Private and Public, Notice of (2) Real Property, Application for	20	All	All, BA, D, DA, T	See BR 6004 regarding a hearing date.
Sell Free and Clear of Liens, Motion to	20	(1) 7 (2) 11,12	(1) AP, BA, D, DA, T (2) All, AP, BA, D, DA, T	

Valuation of Collateral, Motion for	10	All	AP, BA, D, DA, T	
Withdraw as Counsel, Motion to	10	All	All, BA, D, DA, T	
Withdraw Motion/Response	None	All	AP, BA, D, DA, T	